

~~SECRET~~
Security Information

**FUNCTIONS OF NEA PERSONNEL AND TRAINING FUNCTIONS
TENTATIVELY RECOGNIZED AS PROPERLY PLACED**

1. Coordination and review of the Personnel Evaluation Reports.
2. Maintenance of current information and status of T/O's and Position Inventory Records (Forms OF 1b - in the instance of NEA - SF - Form 7).
3. Servicing and support of Career Service Board Activities by:
 - a. Providing advance information on returning personnel.
 - b. Providing summary information on numbers, grades, dates of grades, location, etc. of personnel by career category.
 - c. Maintaining control and follow-up on the application of training prescribed by Career Service Board Actions.
 - d. Preparation and processing of SF-52 and such other supporting papers as may be required to accomplish personnel actions and maintain current information on status of such actions.
4. Briefing of employees prior to overseas movement. (Supplemental to briefing providing by Central Processing.)
5. Corresponding with elements of the NEA Division, headquarters and field, on matters of inquiry, policy interpretation and procedural instruction.
6. Maintaining files on all NEA Contract and Staff Agents and performing liaison with the Agency Special Contracting Officer.
7. Providing personnel advice and assistance to NEA personnel.